# Stargate School

## Governance Board Business Meeting

Published on September 21, 2026 at 12:23 PM MDT

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**Date and Time**

Tuesday September 22, 2026 at 6:00 PM MDT

**Location**

All meetings will be virtual unless otherwise noted.
Zoom Meeting Link: https://zoom.us/j/83148823532?pwd=qLJr9OMQdsLBsjht95dyr3CcdC5G4M.1
Meeting ID: 831 4882 3532
Passcode: eagles

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**Agenda**

| | | Purpose | Presenter | Time |
|---|---|---|---|---|
| **I.** | **Opening Items** | | | **6:00 PM** |
| **A.** | Call the Meeting to Order | | Lindsey Paquette | |
| **B.** | Record Attendance | | Lindsey Paquette | |
| **C.** | Reading of Stargate Mission | | Any Board member | 1 m |

A volunteer from the Board reads the Stargate Mission:

Stargate School will provide a differentiated program designed specifically to meet the needs of identified intellectually gifted learners in order to challenge each student's

| | | Purpose | Presenter | Time |
|---|---|---|---|---|

academic abilities, support their unique emotional needs, promote individual character development and encourage a life-long love of learning.

| | | Purpose | Presenter | Time |
|---|---|---|---|---|
| **D.** | Recognitions and Appreciations | Discuss | ED and/or Board Members | 5 m |

Executive Director and/or Board Members may highlight special contributions or achievements of members of our community (students, staff, volunteers). (Optional participation)

## II. Approve Consent Agenda Items — 6:06 PM

| | | Purpose | Presenter | Time |
|---|---|---|---|---|
| **A.** | Approve Consent Agenda | Vote | Lindsey Paquette | 1 m |

The Consent Agenda contains the routine, generally agreed upon meeting items to be approved with a single vote.

1) Agenda for September 22, 2026 Governance Board Meeting
2) Minutes from the August 25, 2026 Governance Board Meeting
3) Minutes from the September 12, 2026 Governance Board Meeting

| | | Purpose | Presenter | Time |
|---|---|---|---|---|
| **B.** | Approve Minutes from August 25, 2026 Business Meeting | Approve Minutes | | |
| **C.** | Approve Minutes from September 12, 2026 Governance Board Meeting | Approve Minutes | | |

## III. School Operations — 6:07 PM

| | | Purpose | Presenter | Time |
|---|---|---|---|---|
| **A.** | Finance - Construction Report | FYI | Lynne Whitney & Kendra George | 10 m |

Construction Update September 2026

| | | Purpose | Presenter | Time |
|---|---|---|---|---|
| **B.** | Admissions - Student Recruitment Plan | FYI | Kelli Stuart, Admissions & Enrollment Mgr | 10 m |
| **C.** | Executive Director Report | FYI | Robin Greene, Exec Dir | 10 m |

| | Purpose | Presenter | Time |
|---|---|---|---|

ED Report September 2026

Including an update on School Lunch Program

## IV. Public Comment — 6:37 PM

Public Comments Reminder: The board meeting is structured to allow the Governance Board to conduct its business in a timely manner. Comments may not be immediately addressed but may be considered as future agenda items.

Comments are limited to 3 minutes each, and total time allotted for all public comments will not exceed 45 minutes. Those wishing to speak that do not get the opportunity to do so can submit their comments to governance@stargateschool.org or may attend the next board meeting to do so. Please note that time may not be donated to others and comments are expected to maintain professional courtesy, civility, and respect.

| | Item | Purpose | Presenter | Time |
|---|---|---|---|---|
| **A.** | Public Comment | FYI | | 15 m |

Community members are offered an opportunity to sign up for Public Comment at the beginning of each meeting. Only those who have signed up are permitted to offer comment during this time. The "Public Comment Reminders" are read by a Board Member prior to any comments being heard.

Anyone wishing to speak must sign-in before the public comment portion of the meeting at **this link**.

Public Comment Sign Up

| | Item | Purpose | Presenter | Time |
|---|---|---|---|---|
| **B.** | Public Comment Response | FYI | Any Board Member | 5 m |

The Board is given an opportunity, but is not required, to offer a response to any Public Comment.

## V. Committee Reports — 6:57 PM

| | Item | Purpose | Presenter | Time |
|---|---|---|---|---|
| **A.** | Written Committee Reports | FYI | | |

*Please post committee goals and signed Handbooks in Committees folder*
Monthly reports, if any, from the following committees will be posted here for pre-read. The Board will not spend time discussing these in detail, but may respond to specific questions presented within the report.
1. Elections Committee

| | | Purpose | Presenter | Time |
|---|---|---|---|---|
| | 2. Finance Committee<br>3. Fundraising Allocation Committee<br>4. Recruiting Committee<br>5. School Accountability Committee | | | |
| **B.** | Recruiting & Elections Committee Update - SAC Election | FYI | L. Steele & A. Falken | 10 m |
| **C.** | Committee Charters & Signed Handbooks | Discuss | All | 10 m |

Please ask all Committee Chairs to review their respective Committee Charters and suggest updates, as needed.
Please ask all Committee Members *WHO HAVE NOT PREVIOUSLY SIGNED AN AGREEMENT" to sign this year's Committee Handbook agreement and store signatures in folder.

## VI. Action Items (Discuss and/or Vote) — 7:17 PM

Board Member votes will be taken on items requiring Board approval. Most of these items will have been reviewed and discussed during an earlier agenda item, so a motion to approve "as discussed" may be presented immediately, if appropriate.

| | | Purpose | Presenter | Time |
|---|---|---|---|---|
| **A.** | Second Reading of 1.10 Board Training Policy_Revision 8.2026 | Vote | L. Paquette & A. Falken | 5 m |

1.10 Board Training Policy_Revision 8.2026

| | | Purpose | Presenter | Time |
|---|---|---|---|---|
| **B.** | 2026-2027 Strategic Plan | Vote | L. Paquette & L. Challa | 10 m |

2026-2027 Strategic Plan - Year 2 of 3-year Plan
2026-2027 Strategic Planning Session w/ Discussion Notes

| | | Purpose | Presenter | Time |
|---|---|---|---|---|
| **C.** | Executive Director Evaluation Rubric & Process | Vote | L. Paquette & L. Steele | 10 m |

2026-2027 ED Evaluation Process
2026-2027 ED Evaluation Template

| | | Purpose | Presenter | Time |
|---|---|---|---|---|
| **D.** | 2026-2027 Executive Director Goals | Vote | L. Paquette & L. Steele | 10 m |
| **E.** | Colorado Association of Gifted & Talented (CAGT) Conference Oct 19-20, 2026 | Discuss | Lindsey Paquette | 5 m |

| | | Purpose | Presenter | Time |
|---|---|---|---|---|

CAGT Conference

Determine who is attending. Each day's pass can be shared as half-days, as needed.

| | | Purpose | Presenter | Time |
|---|---|---|---|---|
| **F.** | Ongoing Monitoring of Key Board Responsibilities | FYI | | |

2026-2027 District Deliverables Per Our Charter

Finance Budget & KPI Updates - See Finance presentations to Board each Aug, Jan, May, & Jun

Executive Director Evaluations - Executive Sessions with ED held each fall, mid-year, and June

2026-2027 Strategic Plan - Note Board assignments

2026-2027 Board Liaisons, Committees, & Key Responsibilities

2026-2027 Board Policy Review Tracker

2026-2027 Board Member Training

## VII. Future Planning — 7:57 PM

| | | Purpose | Presenter | Time |
|---|---|---|---|---|
| **A.** | Next Board Meeting Agenda and Board Packet | Discuss | Lindsey Paquette | 1 m |

Review proposed agenda for next month's meeting in Board On Track and suggest additions or changes.

| | | Purpose | Presenter | Time |
|---|---|---|---|---|
| **B.** | Next Admin Sync Meeting | Discuss | Lindsey Paquette | 1 m |

Two (rotating) Board Members are assigned to meet with our Executive Director at a specified time in the interim between Board meetings to maintain regular communication. Meetings are typically scheduled two weeks after each meeting on a Monday morning, if schedules permit.

| | | Purpose | Presenter | Time |
|---|---|---|---|---|
| **C.** | Upcoming Events | Discuss | All Board Members | 1 m |

Board Members highlight any upcoming important events requiring our attendance or contribution.

## VIII. Closing Items — 8:00 PM

| | | Purpose | Presenter | Time |
|---|---|---|---|---|
| **A.** | Adjourn Meeting | Vote | Lindsey Paquette | |

Motion and vote to officially adjourn required only if meeting is concluding earlier than published agenda.

# Coversheet

## Approve Minutes from August 25, 2026 Business Meeting

| | |
|---|---|
| **Section:** | II. Approve Consent Agenda Items |
| **Item:** | B. Approve Minutes from August 25, 2026 Business Meeting |
| **Purpose:** | Approve Minutes |
| **Submitted by:** | |
| **Related Material:** | Minutes for Governance Board Business Meeting on August 25, 2026 |

APPROVED

# Stargate School

# Minutes

## Governance Board Business Meeting

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**Date and Time**
Tuesday August 25, 2026 at 6:00 PM

**Location**
All meetings will be virtual unless otherwise noted.
Zoom Info: Join Zoom Meeting
https://zoom.us/j/83148823532?pwd=qLJr9OMQdsLBsjht95dyr3CcdC5G4M.1
Meeting ID: 831 4882 3532
Passcode: eagles

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**Directors Present**
A. Falken (remote), H. Sonnenahalli (remote), L. Challa (remote), L. Paquette (remote), L. Steele (remote), S. Howorko (remote)

**Directors Absent**
*None*

**Guests Present**
R. Greene (remote)

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### I. Opening Items

**A. Call the Meeting to Order**

L. Paquette called a meeting of the board of directors of Stargate School to order on Tuesday Aug 25, 2026 at 6:01 PM.

### B. Roll Call

### C. Reading of Stargate Mission

### D. Recognitions and Appreciations

## II. Approve Consent Agenda Items

### A. Approve Consent Agenda

L. Paquette made a motion to approve the minutes from Governance Board Meeting on 05-14-25.
S. Howorko seconded the motion.
The board **VOTED** to approve the motion.

### B. Approve Minutes from July 21, 2026 Business Meeting

L. Paquette made a motion to approve the minutes from Governance Board Business Meeting on 07-21-26.
S. Howorko seconded the motion.
The board **VOTED** to approve the motion.

### C. Approve Minutes from the June 16, 2026 Executive Session: ED Year-End Eval

L. Paquette made a motion to approve the minutes from Executive Session: ED Year-End Eval on 06-16-26.
S. Howorko seconded the motion.
The board **VOTED** to approve the motion.

## III. School Operations

### A. AI Committee Update

Are teachers required to use Gemini as it is trackable and certified safe to use (Ferpa)?

- Not required at this time, but it’s encouraged.

Can school counselors use AI to help students plan for college?

AI Edu and Cosin - AI tools to consider from board member

Board members can add comments to living document 2026 Questions Re: AI

### B. Finance Quarterly Update

- Surplus due to miscalculations in property tax
- 50% of expenses account for teacher salaries and benefits
- more to come after financial audit.

### C. Executive Director Report

## IV. Action Items (Discuss and/or Vote)

### A. Fundraising Allocation to Principals

S. Howorko made a motion to approve $5,000 allocation from fundraising dollars for each principal to use at their discretion this school year.
L. Challa seconded the motion.
The board **VOTED** unanimously to approve the motion.
S. Howorko made a motion to approve $25,000 from fundraising for sports equipment for the new gym.
L. Challa seconded the motion.
The board **VOTED** unanimously to approve the motion.

### B. Executive Director Evaluation Rubric & Process

Need to approve before or on strategic planning meeting

- try to reduce the heavy lift on ED
- Vote on it next eating

### C. First Reading of Policy 1.6 Election Policy_2026-2027 Revision

L. Steele made a motion to Revise language for election policy as presented.
L. Paquette seconded the motion.
The board **VOTED** unanimously to approve the motion.

### D. Voting platform funding approval

L. Steele made a motion to approve $2,200 for two elections with Simply Voting.
L. Challa seconded the motion.
The board **VOTED** unanimously to approve the motion.

### E. First Reading of 1.10 Board Training Policy_Revision 8.2026

L. Paquette made a motion to Update training policy as written.
A. Falken seconded the motion.
The board **VOTED** unanimously to approve the motion.

### F.

**Committee Handbook**

L. Paquette made a motion to use 2025-2026 Committee Handbook with no changes.
L. Challa seconded the motion.
The board **VOTED** unanimously to approve the motion.

**G. 2026-2027 Board Calendar**

L. Paquette made a motion to approve the 2026-2027 Board Calendar as written.
L. Challa seconded the motion.
The board **VOTED** unanimously to approve the motion.

**H. Strategic Planning Session Prep**

**I. Ongoing Monitoring of Key Board Responsibilities**

## V. Future Planning

**A. Next Board Meeting Agenda and Board Packet**

**B. Next Admin Sync Meeting**

9/9- Andrea/Samantha about ongoing legal matters

**C. Upcoming Events**

## VI. Closing Items

**A. Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 8:01 PM.

Respectfully Submitted,
L. Steele

# Coversheet

## Approve Minutes from September 12, 2026 Governance Board Meeting

**Section:** II. Approve Consent Agenda Items
**Item:** C. Approve Minutes from September 12, 2026 Governance Board Meeting
**Purpose:** Approve Minutes
**Submitted by:**
**Related Material:** Minutes for Special Session: Election Policy on September 12, 2026

# Stargate School

## Minutes

### Special Session: Election Policy

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**Date and Time**
Saturday September 12, 2026 at 9:30 AM

**Location**
In person @ Secondary Library

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**Directors Present**
A. Falken, H. Sonnenahalli, L. Challa, L. Paquette, L. Steele, S. Howorko

**Directors Absent**
*None*

**Guests Present**
R. Greene

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## I. Opening Items

### A. Call the Meeting to Order

L. Paquette called a meeting of the board of directors of Stargate School to order on Saturday Sep 12, 2026 at 9:37 AM.

### B. Roll Call

### C. Reading of Stargate Mission

## II. Approve Agenda Items

### A. Approve Agenda for September 12, 2026 Special Session: Election Policy

L. Paquette made a motion to Discuss the amendment to the election policy.
S. Howorko seconded the motion.
The board **VOTED** to approve the motion.

## III. Action Items (Discuss & Vote)

### A. Second Reading of Policy 1.6 Election Policy_Revision 8.2026

L. Paquette made a motion to Motion to approve.
A. Falken seconded the motion.
The board **VOTED** unanimously to approve the motion.

## IV. Closing Items

### A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 9:40 AM.

Respectfully Submitted,
L. Steele

# Coversheet

## Finance - Construction Report

| | |
|---|---|
| **Section:** | III. School Operations |
| **Item:** | A. Finance - Construction Report |
| **Purpose:** | FYI |
| **Submitted by:** | |
| **Related Material:** | Stargate Construction Update September 2026.pptx.pdf |

# Stargate School

## Primary and Secondary Additions

Project Update
September 2026

STARGATE SCHOOL

# Total Project Budget Summary

$23,473,948

**Savings**

Owner Contingency: $521,350.00

Construction Contingency: $118,352.00

Construction Allowances: $180,774.00

Cyber Insurance Settlement: $250,000.00

**Final Project Cost: $22,403,472.00**

**Ongoing Projects To Be Paid From Project Fund**

HSS Security Upgrades: $410,000.00

Fencing Project: $55,000.00

**Owner Contingency Expenditures**

Technology Upgrades Not in Project Scope: $512,367.00

Security Upgrades Not in Project Scope: ~$500,000.00

STARGATE SCHOOL

# Financial Standings

**Balance Remaining in Project Fund:** $5,018,332.00
**Balance in Reserve Fund:** $1,368,845.00

**Balance to Finish Project:** $2,554,433.00
**Retainage Due JHL:** $866,249.00

**Balance in Project Fund After Close Out:** $2,462,899.00

**Total Fund Balance Available For Debt Service:** $3,831,734.00

**Expected Bond Proceeds From AD 12 ( July 2027):** $18,000,000.00
**Expected Interest on Fund Balance 9/26-7/27:** $150,000.00
**Expected Interest on Bond Proceeds and Fund Balance 7/27-12/28:** $1,350,000.00

**Debt Service at Call Date (12/28):** $21,000,000.00
**Cash Available for Call:** $23,331,744.00

**Balance in Project Fund 12/28:** $2,331,744.00

STARGATE SCHOOL

# Progress Photos


Primary – Gym Addition

Primary – Office Admin Addition

Primary – Vestibule Addition

# STARGATE SCHOOL

# Progress Photos

Secondary – Music Addition

Secondary – Kitchen Expansion

Secondary – Library Addition

# Coversheet

## Executive Director Report

| | |
|---|---|
| **Section:** | III. School Operations |
| **Item:** | C. Executive Director Report |
| **Purpose:** | FYI |
| **Submitted by:** | |
| **Related Material:** | ED Report September 2026.pdf |

**Executive Director**
**Governance Board of Directors Report**

**Date: 9/22/2026**
**Prepared by:** Dr. Robin Greene, Executive Director
**Proposed 26-27 Strategic Plan**

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**Celebration/Highlight:**
- Aashrith-7th grade is runner up for Governor for the Day and Jared Polis is scheduling time to come visit Stargate
- See 2026 Fall HS Academic Awards

**Strategic Work:**
- **Engaged Community**
  - **Status:** On Track
    - K-12 Homecoming Event on Tuesday
    - Trunk or Treat October 28th
- **Financial Stability**
  - **Status:** On Track
  - **Progress to Date:**
    - Robert Gryszkiewicz working on a financial model that will allow us to identify our surplus ahead of time
- **Exceptional Staff:**
  - **Status:** On Track
  - **Progress to Date**
    - Teachers have already received one GT PD
  - **Next Steps**
    - Continued work in this area.
- **Differentiated Learning Environment**
  - **Status:** On Track

**Admissions/Enrollment:**
- See Kelli Stuart's Section
- Update on Exchange Students

**Bond/Construction:**
- Construction Update Slides

**Hiring FYI:**
- 2 FTE: Custodial support
- Seasonal: Gifted administrative teacher support for ALP writing

# Coversheet

## Second Reading of 1.10 Board Training Policy_Revision 8.2026

| | |
|---|---|
| **Section:** | VI. Action Items (Discuss and/or Vote) |
| **Item:** | A. Second Reading of 1.10 Board Training Policy_Revision 8.2026 |
| **Purpose:** | Vote |
| **Submitted by:** | |
| **Related Material:** | 1.10 Board Orientation_Draft_Revision 8.2026.docx |

STARGATE SCHOOL GOVERNANCE

| Board Policy: 1.0 Governance | Governance Board ~~Orientation~~ Training |
|---|---|
| **Revision No:** 0~~7~~8<br>**Review Schedule:** Annually – Board of Directors | **Document Number:** 1.10<br>**Adopted:** 5/28/2014<br>**Date Last Revised:** ~~02/24/2026~~ 08/25/2026 |

**1.10 Governance Board ~~Orientation~~ Training**

**PURPOSE**

The purpose of the Governance Board ~~Orientation~~ Training Policy is to establish the policy for consistent and adequate training for ~~new~~ board members, ~~new~~ School Accountability Committee (SAC) members, and ~~c~~Committee ~~c~~Chairs.

**SCOPE**

This policy applies to all ~~new~~ Board Members, ~~new~~ SAC Members, and Committee Chairs.

**RESPONSIBILITY AND AUTHORITY**

- Each ~~new~~ Board Member is responsible for ensuring that training ~~the orientation program~~ is completed within the timelines specified below.
- New Board members should coordinate training prior to swearing in with the Governance Board Training Liaison.
- The Board President (or designee) is responsible for enforcing ~~completion~~training for ~~new~~ Board members.
- Board liaisons are responsible for enforcing compliance for their Committees.
- Failure to complete required training within specified timelines may result in corrective action as outlined in the Bylaws.

**NEW BOARD MEMBER ORIENTATION**

***Training Modules*:**

Prior to being sworn in, each new Board Member will complete the following Board Training Modules:

- Module #1: Board Fundamentals
- Module #2: Financial Oversight
- ~~Module 1: Board Roles & Responsibilities*~~
- ~~Module 2: Legal Responsibilities*~~
- ~~Module 3: Financial Oversight*~~
- ~~*Modules 1-3 may be completed as part of a single module titled "Board Basics"~~

STARGATE SCHOOL GOVERNANCE

~~Within the first year of their term, each new Board Member will complete the following Board Training Modules:~~

-  Module #3: School Leader Hiring, Oversight, and Evaluation
-  Module #4: Navigating Risk
-  Module #5: Academic Performance
-  Module #6: Meetings and Member Recruitment
-  Governance Board Non-discrimination Training Module
-  ~~Module 4: Board Committees~~
-  ~~Module 5: Running Effective Meetings~~
-  ~~Module 6: External Relations~~
-  ~~Module 7: Policy Development for Boards~~
-  ~~Module 8: Performance Management for Boards~~
-  ~~Module 9: Board Continuous Improvement~~
-  ~~Module 10: Strategic Planning (within 60 days, and prior to strategic planning in September)~~
-  ~~Module 11: Building an Intentional Board~~

***Document Review***

Within 60 days of being sworn in, each new Board Member will review the following Board Documents:

**Commented [1]:** Could this be within 30 days? Do we want people to be up to speed on these background docs even prior to their first meeting? Seems fairly elementary and feasible even prior to swearing in.

-  Stargate Articles of Incorporation
-  Stargate Bylaws
-  Governance Board Handbook
-  Community Handbook
-  Staff Handbook
-  Stargate Charter School Contract, including Waivers
-  Communication Pathways
-  Board Policy Book
-  Committee Charters
-  Committee Handbook

***Orientation from Current Board Members***

Within 60 days of being sworn in, each new Board Member will meet with no less than 2 current Board Members individually to discuss the following (suggested):

**Commented [2]:** Again, wondering whether we should ask that this be done sooner rather than several months into board tenure? Seems pretty quick and easy to meet with ED. Maybe a 30 day requirement?

-  Board Member Agreement
-  Communication Pathways

STARGATE SCHOOL GOVERNANCE

- Board Policy Book
- KPIs
- Records management systems and processes

***Orientation from Administration***
Within 60 days of being sworn in, each new Board Member will meet with the Executive Director (or their designee) to discuss the following (suggested):

- ~~History of Stargate~~
- ~~The Mission in action~~
- Gifted Education
- ~~Adroit Programming~~
- Section 504, and IEP compliance
- Financial Overview of the School
- ~~Financial Reporting and Controls~~

***Additional Orientation for Independent Board Members***
Within the first year of their term, each independent Board Member shall attend any two of the following:

- Elementary school tour
- Secondary school tour
- Elementary prospective parent night
- Middle School prospective parent night
- High School prospective parent night
- Charter renewal school board tour (in renewal years)
- Colorado League of Charter Schools conference

**ONGOING~~EXISTING~~ BOARD MEMBER TRAINING**
All Board members must complete the following **each year**:

- Specific training pertaining to due process hearing requirements and Colorado law pertaining to student discipline, including discipline of students with disabilities (as detailed in applicable law)
  - Title IX Training/Non-Discrimination Training, as per 1 CCR 301-88
  - Special Education
  - Expulsion Training
- Mandatory Reporter Training, as prescribed by the Colorado Department of Human Services for public school officials
- One group training session with a hired consultant or other professional
- One public training event (including webinar, regional CDE trainings, or Colorado League of Charter Schools Conference)
- Attendance at one non-Stargate board meeting

**Commented [3]:** Is it necessary to prescribe what the Board Member will discuss with ED or could we keep this more general and perhaps driven by ED and member's common interests and projects?

**Commented [4]:** Simplifying and prioritizing

**Commented [5]:** This was pulled over from the Board Agreement document to consolidate all training requirements in one place.

**Commented [6]:** Wondering if folks are getting to another board meeting and public training event, given their time constraints? Is this happening or do we need to slim down these requirements? Want to ensure we are being realistic as to the volume of trainings.

**Commented [7]:** These can be attended remotely and provide great perspective to shape our own agendas and processes.

STARGATE SCHOOL GOVERNANCE

Board members are encouraged to complete as much training as possible. Board members should also stay informed on developments in education and charter school issues.

~~On an annual basis, each Board Member will review and sign the Board Agreement, which specifies ongoing training required, to include:~~

- ~~Special Education/ Title IX Training~~
- ~~Child Abuse & Mandated Reporter Training~~
- ~~Expulsion Training~~
- ~~Non-Discrimination Training~~

**NEW SCHOOL ACCOUNTABILITY COMMITTEE MEMBER ORIENTATION**

***Document Review***

Each new SAC Member will review the following documents within 60 days of assuming the role:

- Committee Charter
- Committee Handbook
- Stargate Bylaws
- Communication Pathways

**Commented [8]:** Should this be within 30, since these are fairly fundamental docs to the role and do not require a lot of time to review?

***Training Modules***

Each new SAC Member will complete the following Board Training Modules[1] within 60 days of assuming the role:

- Module #1: Board Fundamentals
- Module #4: Navigating Risk
- Module #5: Academic Performance
- Governance: Annual Board Non-discrimination Training
- ~~Course 1: Roles and Responsibilities~~
- ~~Course 2: Legal Responsibilities~~
- ~~Course 4: Board Committees~~
- ~~Course 8: Performance Management for Boards~~
- ~~Course 9: Board Continuous Improvement~~
- ~~Course 10: Strategic Planning~~
- ~~Annual Board Non-discrimination Training~~

***Additional Recommended Training***

- CDE School Quality & Support Resources
- CDE Accountability & Training Resources

STARGATE SCHOOL GOVERNANCE

- ~~District Accountability Handbook~~
- ~~Charter School 101~~

Commented [9]: Outdated

Commented [10]: Site no longer exists

**NEW COMMITTEE CHAIR ORIENTATION**

***Document Review***

Each new Committee Chair will review the following documents prior to assuming the role of Chair:

- Committee Charter
- Committee Handbook

***Training Modules***

Each new Committee Chair will complete the following Board Training Modules within 60 days of assuming the role of Chair:

- Module #1: Board Fundamentals
- Module #6: Meetings and Member Recruitment
- Governance: Annual Board Non-discrimination Training
- ~~Course 1: Roles and Responsibilities~~
- ~~Course 2: Legal Responsibilities~~
- ~~Course 4: Board Committees~~
- ~~Annual Board Non-discrimination Training~~

**Revision History**

| Version | Date | Description of revision |
|---|---|---|
| 08 | 8/25/2026 | Consolidated all training requirements here from Board Agreement. Updated to new CLCS training modules. |
| 07 | 2/24/2026 | Updated references to single ED and to clarify timelines and enforcement of completion of training |
| 06 | 3/20/2024 | Updated for new training links and courses |
| 05 | 11/4/2020 | Updated SAC and Independent Director requirements |
| 04 | 10/14/2020 | Updated formatting |
| 03 | 5/15/2019 | Added new Board Member training with Compliance Officer and reference to ongoing training for Board Members |
| 02 | 09/18/2018 | Revisions to new board member orientation to add policy review, Adroit program review, testing and scores |
| 01 | 10/18/2017 | Added SAC and committee chair requirements |
| 00 | 5/28/2014 | Approved |

# Coversheet

## 2026-2027 Strategic Plan

**Section:** VI. Action Items (Discuss and/or Vote)
**Item:** B. 2026-2027 Strategic Plan
**Purpose:** Vote
**Submitted by:**
**Related Material:** 2026-2027 Yr 2 of 3 Strategic Plan.pdf

# 2026-2027 Stargate School Strategic Objectives & Key Results - Yr 2 of 3

| Five Point Star / Five Pillars | | | | |
|---|---|---|---|---|
| | **Objective** | **Key Result 1** | **Key Result 2** | **Key Result 3** |
| **Differentiated Learning Environment** | Provide an inclusive, innovative, and student-centered learning experience that meets the needs of diverse learners, including gifted and twice-exceptional (2e) students. | By June 2026 (now 2027), conduct a comprehensive audit of specials programming, collecting feedback from at least 25% of families, 80% of staff, and 20% of students (3-12), and present a data-driven proposal to the Board with recommendations for maintaining, expanding, or modifying specials. | By June 2027 (now 2028), Develop two feasible bussing models to and from school and present to committees. | By June 2028, ensure 100% staff complete two gifted PDs annually. |
| **Exceptional Staff** | Attract, develop, and retain high-quality educators and staff who are supported and empowered to thrive. | By May 2026, conduct a comparative study of Stargate's teacher planning schedule against at least three peer elementary schools that have increased planning time, and develop a pros/cons analysis and scheduling proposal for Board consideration by June 2026. | By 2027, all instructional staff hired after July 2025 will complete their gifted competency within two years of hire. All current instructional staff will have completed their gifted competency within 2 years of their hire date. | By June 2028, develop a proposed rewards model with more than or equal to 2 incentives. |
| **Responsible Leadership** | Lead with vision, transparency, and accountability while ensuring strong student and staff outcomes. | By June 2026, finalize org structure and roles. | By June 2027, build diverse Board pipeline with ≥3 candidates yearly. | By February 2029, ensure successful charter renewal. |
| **Financial Stability** | Establish a proactive and transparent financial plan that secures the school's long-term sustainability and potential growth. | By June 2026, implement finance department continuity plan. | By June 2027, implement sustainable financial model ensuring break-even. | By June 2028, update 3–5-year financial model, including multiple scenarios that result from funding loss. |
| **Engaged Community** | Strengthen partnerships with families, local organizations, and the broader community to enhance the school's reputation and support students. | (Originally) By June 2027, increase belonging by 10%.<br><br>(Update 9/16/26) Executive Director will review SEL survey data, clarify definition of 'belonging', and suggest revised goal if needed for clarity. | By June 2028, launch career mentorship for ≥ 20 students. | By June 2029, Increase parent involvement by 10%. |

*Note: Updated subsequent to SMART goal-setting discussion with Executive Director on 10/21/25.*

*2026-2027 Updates marked in red*

| Pillar | Key Result | Target Year | SMART Goal | Owner(s) | Start Date | Target Completion Date | Status (Not Started / In Progress / Complete) | Measurement 1 | Measurement 2 | Measurement 3 | Evidence / Data Source | Progress Notes / Updates | Board Presentation Date | Board Decision Summary |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Differentiated Learning Environment | KR1 – Diverse Programming Options (Specials) | 2026 **(now 2027)** | By June 2026 **(now 2027)**, conduct a comprehensive audit of specials programming, collecting feedback from at least 25% of families, 80% of staff, and 20% of students (3-12), and present a data-driven proposal to the Board with recommendations for maintaining, expanding, or modifying specials. | Academic Leadership / Specials Team | Aug 2025 | Jun 2026 **Now Jan 2027 survey results, June 2027 plan** | In progress | % stakeholder survey participation (target thresholds met) | Number of proposed program options presented to Board | Board feedback and decision recorded (yes/no; date) | Survey data, benchmark study, Board minutes | **Status as of June 2026 Board Report:** In Progress<br>**Progress to Date:**<br>Initiated a comprehensive review of K–12 specials, electives, and enrichment opportunities.<br>Gathered family feedback regarding desired elective courses, specials, and enrichment programming.<br>Began evaluating current offerings to identify strengths, gaps, and future opportunities.<br>**Next Steps:**<br>Conduct additional family surveys during Fall 2026 to gather more detailed input regarding electives, specials, and enrichment opportunities.<br>Use program review data and community feedback to assess feasibility, prioritize needs, and guide future program development.<br>Continue this work through the 2026–2027 school year to support thoughtful planning and implementation of future offerings.<br><br>**Status as of September 2026 Strategic Planning:** In progress.<br>New target date for survey results of January 2027.<br>New target date for recommendation/plan of June 2027. | | |
| Differentiated Learning Environment | KR2 – Bussing Model | 2027 **(now 2028)** | By June 2027 **(now 2028)**, Develop two feasible bussing models to and from school and present to committees. | Ops & Finance Leads | Aug 2025 | Jun 2027 **Now June 2028** | | Feasibility study completed | Committee/Board review | Family satisfaction (+10%) | Cost models, family survey | **Update as of Sept 12, 2026:**<br>Push target date out to June 2028 due to new responsibilities on Finance function.<br>In meantime, continue conversations with District about how to participate in expanded transportation plan. | | |
| Differentiated Learning Environment | KR3 – PD Expansion | 2028 | By June 2028, ensure 100% staff complete two gifted PDs annually. | PD Committee / ED Academics | Jul 2025 | Jun 2028 | | PD participation rate | Implementation in classrooms | Staff efficacy (+10%) | PD logs, walkthrough data | | | |
| Exceptional Staff | KR1 – Planning Time | 2026 | By May 2026, conduct a comparative study of Stargate's teacher planning schedule against at least three peer elementary schools that have increased planning time, and develop a pros/cons analysis and scheduling proposal for Board consideration by June 2026. | Scheduling Team / Principals | Aug 2025 | May 2026 | **Complete** | Completion of comparative analysis (yes/no) | Number of schools or school districts studied (≥3) | Staff perception of planning adequacy (+10%) | Comparative report, teacher survey, Board discussion notes | **Status as of June 2026 ED Report:** On Track<br>**Progress to Date:**<br>Conducted benchmarking of elementary teacher planning models across comparable schools.<br>Identified that expanded planning models generally require adjustments to the student schedule, such as weekly early-release days.<br>Reviewed staffing implications and resource requirements associated with increasing planning time.<br>Utilized hiring and staffing data to inform discussions regarding teacher workload, retention, and instructional support.<br>**Ongoing:**<br>Continue exploring options that balance teacher planning needs with student instructional time and budget sustainability.<br>Incorporate findings into long-term staffing and operational planning. | 6/16/2026 | ***Closed 9/12/2026***<br>*Publicly post memo on analysis performed and decision made, then close this item.* |
| Exceptional Staff | KR2 – Gifted Endorsements | 2027 | By 2027, all instructional staff hired after July 2025 will complete their gifted competency within two years of hire. All current instructional staff will have completed their gifted competency within 2 years of their hire date. | HR / PD Committee | Jul 2025 | Jun 2027 | | % staff credentialed | PD completion data | Student engagement (+10%) | HR tracker, survey data | **Status as of 9/12/26:**<br>Keep goal as-is for now.<br>RG to check progress data. | | |
| Exceptional Staff | KR3 – Total Rewards | 2028 | By June 2028, develop a proposed rewards model with more than or equal to 2 incentives. | HR / Leadership | Jul 2026 | Jun 2028 | | Completion of plan | # of new incentives | Staff morale (+10%) | HR reports, survey | | | |
| Responsible Leadership | KR1 – Org Structure | 2026 | By June 2026, finalize org structure and roles. | ED / Leadership Team | Jul 2025 | Jun 2026 | **Complete** | Plan completion & approval | % roles with succession | Leadership clarity (+15%) | Board minutes, survey | **Status as of June 2026 Board Report:** On Track<br>**Progress to Date as of June 2026:**<br>Developed and refined the organizational structure for the 2026–2027 school year. Still in draft mode for aesthetics.<br>Established a phased approach to operational and leadership restructuring to support long-term sustainability (see document in Evidence folder).<br>Created a two-year transition plan that aligns staffing, organizational needs, and future growth.<br><br>**Progress to Date as of 9/12/26:**<br>Implemented the 2026–2027 organizational structure.<br><br>**Next Steps:**<br>Continue evaluating operational efficiencies and leadership capacity.<br>Advance toward the two-year organizational vision while maintaining financial stability and service quality. | 6/16/26 | ***Closed 9/12/26***<br>*Ensure org charts are maintained up-to-date and notify of changes to plan.* |
| Responsible Leadership | KR2 – Board Recruitment | 2027 | By June 2027, build diverse Board pipeline with ≥3 candidates yearly. | Board Governance Committee | Aug 2025 | Jun 2027 | | Recruitment plan complete | # of candidates | Board diversity index | Board records | **As of 9/16/26:** Keep as is | | |
| Responsible Leadership | KR3 – Renewal Prep | 2029 | By February 2029, ensure successful charter renewal. | ED / Board Chair | Aug 2025 | Feb 2029 | | 100% compliance in Reportwell | Benchmark vs Authorizer options | Renewal approval (no conditions) | Authorizer reports | | | |
| Financial Stability | KR1 – Finance Succession | 2026 | By June 2026, implement finance department continuity plan. | Finance Director / ED | Aug 2025 | Jun 2026 | **In progress** | Plan completion | % workflows documented | Audit findings (0 issues) | Finance reports | **Status as of June 2026 Board Report: On Track**<br><br>**Progress to Date as of June 2026:**<br>Developed and refined the organizational structure for the 2026–2027 school year. Still in draft mode for aesthetics.<br>Established a phased approach to operational and leadership restructuring to support long-term sustainability (see document in Evidence folder).<br>Created a two-year transition plan that aligns staffing, organizational needs, and future growth.<br><br>**Progress to Date as of 9/12/2026:**<br>Implemented the 2026–2027 organizational structure.<br><br>**Next Steps:**<br>Continue evaluating operational efficiencies and leadership capacity.<br>Advance toward the two-year organizational vision while maintaining financial stability and service quality. | 6/16/26 | *Pending execution of Year 2 plan before closing.* |
| Financial Stability | KR2 – Before/After Care | 2027 | By June 2027, implement sustainable financial model ensuring break-even. | Ops / Finance | Jul 2025 | Jun 2027 | | Budget balance | Enrollment ≥85% | Family satisfaction (+10%) | Budget, enrollment data | **As of 9/12/26:** Keep as is | | |
| Financial Stability | KR3 – Long-Term Modeling | 2028 | By June 2028, update 3–5-year financial model, including multiple scenarios that result from funding loss. | Finance Committee | Jul 2026 | Jun 2028 | | Model completion | # scenarios modeled | ≥10% reserve | Finance dashboards | | | |
| Engaged Community | KR1 – Student Belonging | 2027 | (Originally) By June 2027, increase belonging by 10%.<br><br>**(Update 9/16/26) Executive Director will review SEL survey data**, clarify definition of 'belonging', and suggest revised goal if needed for clarity. | SEL / Admin Team | Aug 2025 | Jun 2027 | **In progress** | SEL survey (+10%) | Staff trained (100%) | Analysis of discipline trends | Panorama data | **Progress as of 9/12/16:**<br>Collected baseline data through Panorama in 2025-2026 school year.<br><br>**Next steps:**<br>Will get comparative data in 2026-2027. | | |
| Engaged Community | KR2 – Mentorship Program | 2028 | By June 2028, launch career mentorship for ≥ 20 students. | Counseling / Community Partners | Jul 2026 | Jun 2028 | | # active mentors/mentees | Postsecondary readiness metrics | Student satisfaction (+10%) | Program records | | | |
| Engaged Community | KR3 – Parent Involvement | 2029 | By June 2029, Increase parent involvement by 10%. | Family Engagement / FAC | Aug 2025 | Jun 2029 | | Increase in unique volunteer participation | # Family Advisory Committee members | Family engagement survey (+10%) | FAC reports | | | |

# Coversheet

## Executive Director Evaluation Rubric & Process

**Section:** VI. Action Items (Discuss and/or Vote)
**Item:** C. Executive Director Evaluation Rubric & Process
**Purpose:** Vote
**Submitted by:**
**Related Material:** 2026-2027 Stargate ED Evaluation Template_Draft 9.2026.pdf

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|---|---|---|---|---|---|---|
| **Date of EOY Meeting:** | | | | | | |
| **Executive Director:** | | | | | | |
| **Board Members:** | | | | | | |
| **Link to folder/doc where Evidence can be collected by the Executive Director.** | | | | | | |
| **Expectation** | | **Executive Director inputs their expected rating of each indicator** | **Areas of Strength** | **Areas for Growth and Actionable Next Steps** | **Board Reps review evidence and conversation with ED to determine rating of each Expectation** | **Final Rating based on consdieration of the entire tool, performance of the ED, and evidence provided.** |
| **1. The Executive Director demonstrates organizational leadership by upholding the vision and mission, leading change, enhancing the capacity of personnel, distributing resources, and aligning systems of communication for continuous school improvement** | 1.A The Executive Director upholds the vision and mission by executing the strategic plan, collaboratively written with the board. | | | | | |
| | 1.B The Executive Director collaborates with staff and the community to implement improvement strategies based on the goals in the strategic plan. | | | | | |
| | 1.C The Executive Director establishes and effectively manages systems that enhance the capacity of their staff. | | | | | |
| | 1.D The Executive Director establishes systems and partnerships for managing all available school resources to facilitate improved student outcomes. | | | | | |
| | 1.E The Executive Director facilitates the design and use of a variety of communication strategies with the school community. | | | | | |
| **2. The Executive Director demonstrates inclusive leadership practices that fosters a positive school culture and promotes safety and equity for all students, staff, and community.** | 2.A The Executive Director creates a professional school environment and fosters relationships that promotes staff and student success and well-being. | | | | | |
| | 2.B The Executive Director ensures that the school provides an orderly and supportive environment that fosters a sense of safety and well-being. | | | | | |
| | 2.C The Executive Director commits to an inclusive and positive school environment that meets the needs of all students and promotes the preparation of students to live productively and contribute to the diverse cultural contexts of a global society. | | | | | |
| | 2.D The Executive Director creates and utilizes systems to share leadership and support collaborative efforts throughout the school. | | | | | |
| | 2.E The Executive Director designs and/or utilizes structures and processes which result in family and community engagement and support. | | | | | |
| **3. The Executive Director of Academics demonstrates instructional leadership through the coaching and support of the school's leaders in applying gifted education best practices to appropriately align curriculum, instruction, assessment, and professional learning resulting in measurable student improvement.** | 3.A The Executive Director of Academics establishes, aligns, and ensures implementation of appropriate gifted, data driven instructional practices and relevant assessments that result in academic growth for all students. | | | | | |
| | 3.B The Executive Director of Academics fosters a collaborative culture of professional learning that balances the school's goals and the individual educators' professional goals specific to their content area. | | | | | |
| | 3.C The Executive Director of Academics demonstrates knowledge of effective gifted instructional practice and provides feedback to their direct reports which results in continuous improvement of teaching and learning. | | | | | |
| | 3.D The Executive Director of Academics holds relevant staff accountable for setting and achieving measurable student growth. | | | | | |
| **3.OF The Executive Director of Operations and Finance demonstrates operational and financial leadership through the coaching and support of their direct reports and their related staff that results in improved operational functions and financial stability.** | 3.OF.A The Executive Director of Operations and Finance demonstrates leadership in the organization's financial functions and ensures all legal compliance is appropriately managed. | | | | | |
| | 3.OF.B The Executive Director of Operations and Finance oversees the development, maintenance, and regular revision of systems that improve the operational functions of the school. | | | | | |
| | 3.OF.C The Executive Director of Operations and Finance provides specific, timely feedback and coaching to their direct reports which results in the continuous improvement of operational systems and financial stability. | | | | | |
| | 3.OF.D The Executive Director of Operations and Finance holds relevant staff accountable for delegated responsibilities related to the improvements of the operations and finance functions. | | | | | |
| **4. The Executive Director demonstrates professionalism and personal integrity in all relationships with other administrators, school personnel, families, and the community, especially as it relates to internal and external community involvement in the promotion of Stargate's overall goals and mission.** | 4.A The Executive Director demonstrates high standards for professional conduct. | | | | | |
| | 4.B The Executive Director links professional growth to their professional goals. | | | | | |
| | 4.C The Executive Director builds and sustains productive partnerships with key members of the community, including public and private sectors, to promote school improvement, student learning, and student well-being. | | | | | |
| **5. The Executive Director demonstrates effective partnership with Stargate's Governance Board of Directors through communication between Board and community, implementation of board policy, and the collaborative development and implementation of the strategic plan.** | 5.A The Executive Director acts as liaison to ensure an effective flow of critical information between the Board and the staff, students, and community as relevant. | | | | | |
| | 5.B The Executive Director implements Board policies and recommends policies for Board consideration. | | | | | |
| | 5.C With input from the Board, the The Executive Director ensures the development and ongoing refinement of a long-term strategy; establishes objectives and plans that meet the needs of students, staff, and the community; ensures consistent and timely progress toward strategic objectives. | | | | | |

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|---|---|---|
| **Date of EOY Meeting:** | | |
| **Executive Director:** | | |
| **Board Members:** | | |
| **Link to folder/doc where Evidence can be collected by the Executive Director.** | | |
| **ED's Strategic Plan Objectives** | **Mid-Year Meeting Update**<br>*ED provides a written update for each objective on its progress, barriers, and next steps. *This can be a link to the board report from this month* | **End of Year Meeting Update**<br>*ED provides a written update for each objective on its progress, barriers, and next steps. *This can be a link to the board report from this month* |
| **Goals continuing from prior year (if applicable):** | | |
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| **New Goals for this year:** | | |
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